



Office of the Administrative Director — Fiscal Office, Support Services Division

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807
TELEPHONE (808) 538-5805 • FAX (808) 538-5802

November 13, 2006

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J07106
For Additional Health & Human Services for Fiscal Year 2007
With Extension Options through Fiscal Bienniums 2007 - 2011

Transmitted herewith for your review is one copy of Addendum No. 1 for the Health & Human Services RFP J07106.

Should you have any programmatic questions regarding this Addendum, please call Mr. Glennard Fong, Program Specialist, First Circuit Court, at Ph. (808) 539-4405 or email glennard.h.fong@courts.state.hi.us. Other questions regarding the Request for Proposal may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office, at (808) 535-5805, or email naty.b.butay@courts.state.hi.us.

A handwritten signature in cursive script, appearing to read "Janell Kim", is written in dark ink.

Janell Kim

JK/JW:jw

Transmittal

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J07106
Additional Health & Human Services for Fiscal Year 2007
With Extension Options through Fiscal Bienniums 2007 - 2011

The items listed hereinafter are hereby made a part of Request for Proposal No. J07106 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

I. Written Questions submitted relating to RFP J07106, with Judiciary Responses

Q1. Is there more specific information regarding the assessment tools (e.g. WISC-III, WRAT-3) to be used for the evaluation?

R1. No, there is no other specific information. In your proposal, the applicant should note whatever assessment tools s/he feels is necessary to conduct a quality mental health evaluation for the courts.

Q2. Please provide contact information for fingerprinting service.

R2. The fingerprinting service is provided by the Department of Attorney General's Hawaii Criminal Justice Data Center (587-3100) at total cost of approximately \$35 (\$20 for criminal check and \$15 for fingerprinting service).

Q3. On the checklist, there is no requirement for a Tax Clearance, but it is listed on page 1-3 as a requirement.

A3. The checklist is correct as is. The tax clearance is **not** required to be sent in with your proposal; it is required **prior to execution**. If awarded, the provider will need to submit a valid tax clearance prior to contract execution.

Q4. How will the funds for the Mental Health Evaluations be disbursed?

R4. The selected Provider will be paid on a fee for service basis on the number of evaluations done each month. An invoice is to be submitted by the Provider by the 7th calendar day of each month following the end of the preceding month.

Q5. My understanding of the intent of the Mental Health Evaluation is to obtain general information on Diagnosis;

Intellectual Functioning; Personality/Emotional Functioning; Behavior; and Recommendations. The Mental Health Evaluation will not include the more specialized forms of evaluations such as the following for example:

Neuropsychology Evaluation, Disability Evaluation, Forensic (i.e. "Sanity") Evaluation, and Sex Offender Evaluations.

R5. Yes. The mental health evaluations are of a general nature.

Q6. Is the requirement for submitting "The most recent financial audit" specifically for an "Independent" audit which would require hiring someone other than one who currently does my accounting?

R6. No you do not need to hire an independent auditor to satisfy this requirement. Your financial statement that is prepared by your accountant would suffice for this requirement.

END OF ADDENDUM NO. 1